



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1156.1B
N35
15 Mar 2010

COMNAVCRUITCOM INSTRUCTION 1156.1B

From: Commander, Navy Recruiting Command

Subj: EDUCATOR ORIENTATION VISIT (EOV) PROGRAM

Ref: (a) NETCINST 5720.2
(b) COMNAVCRUITCOMINST 4400.1, Chapter 621
(c) Joint Travel Regulations

Encl: (1) EOVS Funding Request
(2) EOVS Participation Nomination Form
(3) Internal Request Document (IRD)
(4) EOVS Site Coordination Information
(5) EOVS Critique Sheet
(6) Sample Financial Statement

1. Purpose. To promulgate policy and procedures for the Educator Orientation Visit (EOV) Program.

2. Cancellation. COMNAVCRUITCOMINST 1156.1A. Due to numerous changes, this instruction needs to be reviewed in its entirety.

3. Background. Navy Recruiting Command (NAVCRUITCOM), in cooperation with Naval Education and Training Command (NETC) and Navy Region Commanders (Southwest, Northwest, Southeast, Mid-Atlantic, Midwest, and Hawaii), sponsor EOVS to enhance civilian awareness of the training and educational opportunities available to young men and women in the Navy.

4. Discussion. EOVS allow selected educators to tour various Navy region commands in order to gain a better understanding of training methodologies and opportunities in the Navy. The itinerary generally includes briefings with Navy officials, instructors and students; and tours of ships, schools, berthing, messing, and recreational areas and other support activities. Reference (a) specifies EOVS responsibilities assigned to various Navy Education and Training Command (NETC) activities.

5. Actions

- a. NAVCRUITCOM N35. Maintains this instruction.
- b. NAVCRUITCOM N8. Provides Navy Recruiting Region (NAVCRUITREG) commanders with annual EOY fiscal controls. NAVCRUITREG commanders shall not exceed EOY funding limits established by NAVCRUITCOM N8. NAVCRUITREG commanders may; however, request additional EOY funding from NAVCRUITCOM N8 if EOY requests exceed budget planning figures.
- c. NAVCRUITCOM N41. Provides final approval and certification for all EOY funding authorizations and processes post-EOY travel vouchers for all participants per reference (b).
- d. NAVCRUITCOM 00P. Coordinates with NAVCRUITREG/base/ command public affairs office for media requests in conjunction with the EOY. Coordinates with Navy Recruiting District (NAVCRUITDIST) public affairs for internal media coverage of the EOY to include any stories or photo/video documentation of the visit.
- e. NAVCRUITREG Commander. Provides approval authorization for funds for NAVCRUITREG and NAVCRUITDIST EOYs as well as EOY's for educators involved in Nuclear Officer and/or Medical Officer recruiting. NAVCRUITREGs will provide appropriate funding to NAVCRUITDISTs.

(1) When conducting a NAVCRUITREG coordinated EOY for Nuclear Trained Officers (NTO's) or Medical Officers, the NAVCRUITREG Escort will pay for the educators lodging and meals and will be reimbursed from the EOY budget. The lodging will be paid for using a Government Purchase Card once an approved IRD has been issued; Government quarters must be used, if available. While conducting the trip, the meals will be paid for by the escort and reimbursed following the trip through DTS.

(2) When the NAVCRUITDIST travel coordinator is submitting the travel for NTO or Medical Officer EOY's the below shall be loaded into the travelers profile in DTS.

"Travelers are EOY participants that will bear no expenses. DTS profiles are to be entered with "L" after the SSN, but without EFT info as approved for this event. Meals will be provided by the command escorts."

This statement will need to be added in the comments to the Approving Official box of the authorization. Additionally, the

routing list for these members will be the current EOVS routing list.

f. NAVCRUITREG Education Services Specialist (ESS).
Performs duties as the Defense Travel System (DTS) Certifying Officer for all participants of EOVS, oversees the preparation and approval of funding requests, supports the NAVCRUITDIST ESS, and personnel, and liaisons with the EOVS Site coordinators. Maintains records of all pertinent information for each EOVS within their NAVCRUITREG and maintains completed After Action Reports for reporting purposes.

g. NAVCRUITDIST Commanding Officer (CO)

(1) Complies with the management responsibilities, administrative policies, funding procedures, educational issues, and public affairs considerations outlined in this instruction. Ensures compliance with all governing instructions.

(2) Ensures the NAVCRUITDIST ESS is provided tactical responsibility and support to ensure successful execution of this program.

(3) Defines specific target-market criteria for participants. Ensures the maximum number of eligible diversity participants are invited and participate in EOVS.

h. NAVCRUITDIST Education Services Specialist (ESS)

(1) Funding and Scheduling. Ensure enclosure (1) is forwarded to the NAVCRUITREG ESS within 4-14 weeks prior to the trip's scheduled start date.

(2) Liaison with Site. Establish liaison with the desired site coordinator to schedule the trip timeframe and detail itinerary preferences and availability within 4-14 weeks before the scheduled trip.

(3) Hosts/Escorts. Ensure an appropriate number of hosts (CO, XO, ESS) and escorts (Navy recruiters, support personnel) are selected and informed about the trip. Navy escorts and civilian personnel should proactively maintain contact with the ESS and submit their travel authorization in DTS in a timely manner. A sufficient number of escorts shall accompany the EOVS, observing a ratio of 1:15 guests. All hosts and escorts shall understand their purpose and duties, be in the Uniform of the Day for all official functions, be actively involved in answering questions, ensure the safety and welfare

of participants and remain with the group to provide transportation services throughout the entire trip. EOVS participants may only travel within approved EOVS dates.

(4) Invitation to Educators. Send a letter of invitation from the CO to the approved EOVS participant, describing the purpose, location, date, and information applicable. Additional materials, such as ALL HANDS magazine, an "Info Sheet", or other useful information may be sent to educators. The ESS may choose to email the invitation and materials, if applicable. Also, complete enclosure (2).

(5) Official List. Forward the final list of attendees to the NAVCRUITREG ESS two weeks prior to the trip.

(6) Electronic Funds Transfer (EFT) Data. Obtain banking data for each participant. The bank routing number and individual account number for the member's checking account is forwarded to the Logistics Support Officer (LSO)/Travel Clerk prior to DTS entry. All EFT data must be entered at time of DTS entry.

(7) Lodging. Secure lodging for each participant. There are two options for lodging. The first option is to work directly with a Lodging/Reservations Coordinator and reserve rooms. All participants will pay their room bill with their own personal funds upon check-out. The receipt is submitted with the travel claim for reimbursement. The second option is a group lodging request. The ESS submits an Internal Request Document for lodging to the NAVCRUITREG LSO, via the ESS (enclosure (3)). The lodging is reserved as a block of rooms by the ESS. The NAVCRUITREG LSO contacts lodging and provides payment information in advance. The receipt is forwarded to the NAVCRUITREG LSO at the end of the trip. In this case, lodging is listed as zero dollars on each DTS record. It is the responsibility of the ESS to work closely with the lodging coordinator and provide whatever information they may need to reserve rooms.

(8) Meals. Per diem is authorized for participants via voucher reimbursement post-trip.

(9) On-Site Transportation. Request transportation from the base transportation office in lieu of commercial transport whenever possible. If designated Navy vans are available for tour dates, their use is required. A rental car is authorized; however, for transport to the van pick-up location.

(10) Joint EOVs. Ensure a close liaison between NAVCRUITDISTs prior to a joint EOV. This is essential to ensure all participants are hosted and accommodated adequately. No more than two NAVCRUITDISTs may participate jointly in a single EOV and must not exceed the established maximum allowance per tour.

(11) Tour Itinerary. Establish an itinerary with assistance from the EOV Site Coordinator. Continuous communication between the NAVCRUITDIST ESS and the EOV Coordinator or Public Affairs office is vital. It is the responsibility of the NAVCRUITDIST ESS to ensure tour coordination. The maximum number of guests a site will accommodate is listed in enclosure (4).

(12) Provide Items to Educators. The following is a suggested list of items to provide to the participants upon arrival: name tag/lanyard, a folder containing Invitational Travel Orders (ITOs), a printout of the flight itinerary, tour itinerary, contact information of fellow participants, a critique form (enclosure (5)), 1351-2 Travel Voucher, additional info sheets, and any other appropriate resources. EOV participants must carry their orders during the EOV.

(13) Post-Trip Actions. Submit the following items to the LSO/Travel Clerk immediately upon return from the trip: Completed DD Form 1351-2 (Travel Voucher), orders/flight itinerary reflecting total flight cost, baggage receipts (one checked standard-weight bag allowance for each leg of trip), and room receipt. Submit to the NAVCRUITREG ESS a list of names of all in attendance. Both items must be forwarded within 72 hours of the conclusion of the trip.

Note: In the case of a cancellation or no-show, the ESS is required to inform the Travel Clerk immediately upon notification so the authorization can be cancelled in DTS in a timely manner.

(14) Report to NAVCRUITREG. Submit the following items to the NAVCRUITREG ESS within ten working days after trip completion: After Action Report, tour itinerary, financial statement (preliminary or final) (enclosure (6)), and critiques (enclosure (5)). ESS must maintain full reports for two years.

(15) Relationship Building. Ensure follow-up. The ESS and local recruiters should visit with all participants within the quarter following the EOV to continue relationship-building.

i. NAVCRUITDIST LSO/Travel Clerk

(1) Initiate EOVS participants travel requests through DTS. An EOVS participant's profile will be created in DTS at least 10 days before the trip. Funding is assigned by the NAVCRUITREG.

(2) Ensure SSN information is submitted for each EOVS participant in the following format: "123456789L", wherein only the last four digits of the SSN plus (L) will be visible. Profiles in DTS for participant must be built using this format.

(3) Enter necessary details in the comments block. Use the following example for guidance: AO comments block: EOVS Miami, May 3-8, 2009. Commercial air authorized and to be charged to CBA. Government mess not directed. Civilian personnel/CMR authorized. Lodging confirmed at \$33.00 per night at Gateway Inn, San Diego, California. Limited exchange privileges w/local commander approval, per reference (c), C-1051.

(4) Ensure participants are reimbursed for standard per diem entitlements, i.e. Lodging, meals, and baggage fees (1 bag). This does not cover any transportation costs to/from airport, airport parking, or hotel expenses prior to day/time of departure.

(5) Ensure airfare is properly funded. Airfare will be funded for individuals on invitational travel orders via a Central Billing Account (CBA). Hosts and escorts will use a government travel card.

(6) Receive all EOVS documents/receipts for EOVS attendees from ESS. The travel clerk should submit vouchers within five days of return date.

(7) Prepare ITOs, complete DTS procedures, and contact NAVCRUITCOM (N4) for signature and approval for reimbursement. Communication between the ESS and the travel clerk is essential.

j. EOVS Site Coordinator

(1) Assist the NAVCRUITDIST ESS in establishing itinerary.

(2) Serve as the primary point of contact for tour coordination of facilities, ships, schools, etc. Enclosure (4) lists contact information.

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(3) Assist in providing transportation via Navy vans, if applicable.

(4) Maintain two-way communication with the NAVCRUITDIST ESS.

k. EOV Participants. EOV participants may include: High School principals, teachers, counselors, career specialists, school board members, administrators, college faculty, placement officials, coaches, youth group leaders, or other individuals on a case-by-case basis who have direct association with the student market. Centers of Influence not associated with students/youth, spouses who are not bona fide educators, JROTC instructors and members of the Navy League who do not otherwise qualify are not authorized EOV participants.

/s/

R. L. GRAF

Deputy

Distribution:

Electronic only, via

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EOV Funding Request

Date _____

Submit at least four months prior to the anticipated travel date.

NAVCRUITDIST _____ requests funding for an

EDUCATOR ORIENTATION VISIT to: _____ from _____.
(travel dates included)

ANTICIPATED NUMBER OF PARTICIPANTS:

Educators: _____ *Military Escorts: _____ Hosts: _____

ANTICIPATED FUNDING:

Transportation via: Commercial Air _____
Commercial Bus _____
Other _____
Rental Vehicle(s) _____

Lodging: _____

Meals: _____

Total Funding Request: _____

One escort for every 15 educator participants; COMNAVCRUITCOM INSTRUCTION

District ESS

District Commanding Officer

REGION AUTHORIZATION

Region _____ endorses the EOV Funding Request of NAVCRUITDIST _____

for _____ for _____ participants at a cost of \$ _____.
(travel dates) (number)

Recommendation: ☐ Approved ☐ Disapproved

Region ESS

Authorization: ☐ Approved ☐ Disapproved

Region Commander

EOV Participation Nomination Form

NAVCRUITDIST:		Date:	
NAVCRUITSTA:		Recruiter:	
EOV to:	Dates: to	Position:	
Nominee's Name:			
Job Title:			
Email Address:			
School:		Phone No.: Cell Phone No: Fax No:	
Address:			
Justification for Inviting:			
ASVAB Testing Information: Does the school conduct ASVAB Testing? <input type="checkbox"/> Yes <input type="checkbox"/> No What code is assigned for release of ASVAB test scores (circle one)? 1 2 3 4 5 6 7 8			
District ESS Recommendation: Recommendation: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved District ESS			
EPO/OPO: Recommendation: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved District EPO/OPO			
District CO Approval: Recommendation: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved District CO			

NAVCRUIT 5720/5 (9-03)

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Internal Request Document (IRD)

DOC # _____

JON: _____

1. **ITEM** (NSN, FORM#, NAME, COLOR, ETC.)**QTY****UNIT****UNIT
PRICE****TOTAL PRICE****TOTAL:**2. **JUSTIFICATION:**3. **REQUEST INITIATED BY:**_____
NAME (print)_____
DEPT / CODE / PHONE_____
DATE_____
DATE REQUIRED4. **SUGGESTED SOURCE OF SUPPLY:**

Vendor: _____

Vendor: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Contact: _____

Contact: _____

5. **AUTHORIZING OFFICIAL:**_____
SIGNATURE / TITLE / CODE_____
DATE

EOV Site Coordination Information

1. San Diego, California: Includes visits to Naval Training Center, Service Schools Command, an aircraft squadron, a submarine, and a surface ship.

HOST: Naval Base San Diego
CONTACT: Public Affairs Office
DSN: 588-7329
COM: (619) 556-7359
MESSING: Government mess available
BERTHING: BOQ available
MAXIMUM NUMBER OF PARTICIPANTS: 50

2. Pensacola, Florida: Includes visits to the Naval Air Station, National Museum of Naval Aviation, Naval Aviation Schools Command, and a training squadron.

HOST: Naval Air Station Pensacola
CONTACT: Public Affairs Office
DSN: 922-3100
COM: (850) 452-3100 ext. 1540
MESSING: Government mess available
BERTHING: BOQ available
MAXIMUM NUMBER OF PARTICIPANTS: 40

3. Norfolk, Virginia: Includes ship visits and tours of Naval Amphibious Base and Naval Air Station Oceana.

HOST: Naval Station Norfolk
CONTACT: Public Affairs Office
DSN: 262-2337
COM: (757) 322-2337
MESSING: Government mess available
BERTHING: BOQ available
MAXIMUM NUMBER OF PARTICIPANTS: 50

4. Jacksonville, Florida. Includes a ship visit and visits to NAS Jacksonville, a P3 patrol squadron, a helicopter squadron, and Fleet Training Center at Kings Bay.

HOST: Naval Air Station Jacksonville
CONTACT: Public Affairs Office, Code N7
DSN: 942-5588
COM: (904) 542-5588

EOV Site Coordination Information (Continued)

MESSING: Government mess available
BERTHING: BOQ not available
MAXIMUM NUMBER OF PARTICIPANTS: 40

5. Newport, Rhode Island: Includes visits to Surface Warfare Officer School and Submarine Base at New London.

HOST: Naval Station Newport
CONTACT: Public Affairs Office
DSN: 948-3538
COM: (401) 841-3538
MESSING: Government mess available
BERTHING: BOQ available
MAXIMUM NUMBER OF PARTICIPANTS: 80

6. Seattle, Washington: Includes visits to Trident Training Facility, the Inactive Ship Facility, Trident Refit Facility, a ship visit, and a visit to NAS Whidbey Island.

HOST: Navy Region Northwest
CONTACT: Public Affairs Office
DSN: 744-4973
COM: (360) 396-4973
MESSING: Government mess available
BERTHING: BOQ available
MAXIMUM NUMBER OF PARTICIPANTS: 40

7. Great Lakes, Illinois: Includes visits to Naval Training Center, Recruit Training Command, Service Schools Command, and Hospital Corps School.

HOST: Navy Region Midwest
CONTACT: Assistant Public Affairs Officer
DSN: 792-4286
COM: (847) 688-4286
MESSING: Government mess available
BERTHING: BOQ not available
MAXIMUM NUMBER OF PARTICIPANTS: 45

NOTE: Most BOQs are available on a space available basis - check in advance for vacancies.

EOV Critique Sheet

Name _____
Date _____
Employer/School _____
Position _____
Attended NAVCRUITDIST _____ EOV to

Please complete this form and return to the ESS. We appreciate your assistance in providing feedback that will improve the EOV Program.

1. Prior to the EOV, did you consider the Navy as:

a. A viable job or career option for your graduates?

___Yes ___No

b. A provider of academic education and vocational training?

___Yes ___No

c. A provider of career choices and career development?

___Yes ___No

d. An equal opportunity employer?

___Yes ___No

2. In which of the following areas will the EOV experience be useful to you?

- ___ Advising students in post-graduation plans.
- ___ Referring young men and women to the Navy recruiter.
- ___ Using Navy personnel as classroom speakers.
- ___ Recommendation of the Navy as a career option.

3. On which of the following would you like additional information?

___ ASVAB ___ Enlisted Programs ___ Officer Programs
___ Other (_____)

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4. Rate your knowledge of Navy Programs prior to this visit.

☐ Excellent ☐ Good ☐ Fair ☐ Poor

5. How have your overall perceptions of the Navy changed?

☐ No Change ☐ More Favorable ☐ Less Favorable
☐ Undecided

6. Was the time spent on this tour valuable to you as an educator?

☐ Yes ☐ No

7. Were the Navy Recruiting District personnel courteous, helpful, knowledgeable, and informative, before and during the EOv?

☐ Yes ☐ No

Comments: _____

8. Would you recommend EOv attendance to other eligible individuals?

☐ Yes ☐ No

9. Were you completely satisfied with the following:

Accommodations	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Transportation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Meals	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Tour itinerary	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

10. Have you previously participated in this type of tour with the Navy?

☐ Yes ☐ No

Navy Base Visited _____

Approximate Date _____

11. Which of the areas visited did you find most interesting? Also, please list any comments, criticisms and suggestions that you believe will add value to future EOVS.

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Sample Financial Statement

NAVCRUITDIST (Name) EOVSan Diego, 16-22 June 2008

Expenses

Flights	2269.00
Lodging	2673.00
Meals	<u>+5632.00</u>
Total	10,574.00

Other Escort Expenses

Escort Rental Car	250.33
Miscellaneous Reimbursable	<u>+163.86</u>
Total	414.19

<u>Total Cost of EOVS</u>	10,988.19
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Notes/Attachments

No money was collected from any educators and no EOVS checking account existed.

Respectfully Submitted,

Name
DD MMM YYYY

Enclosure (6)